

SEARS PARK
Pavilion/Picnic Shelter

~Rules & Regulations~

1. Applicant Requirements: Applicants *must* meet one of these three criteria: (1) resident of East Hampton, (2) non-resident taxpayer of East Hampton, **or** (3) owner of a business located in East Hampton.
2. Approval Process: Permission for facility use will not be considered without a *completed* application submitted *with payment* of rental fee and security deposit. Upon receipt, the Parks and Recreation Department will review and, if applicable, present request to the Advisory Board at its next scheduled regular meeting. All requests should be received by the Department no later than 14 calendar days prior to anticipated use date.
3. Availability of Facilities: Facilities are unavailable for rental during the Memorial Day, Fourth of July, and Labor Day weekends.
4. Bulletin boards and informational kiosk located within Sears Park are for Parks and Recreation Department notices and information only. No other information is to be posted in the Park.
5. Cleanup: The facility must be left the way it was found. Garbage removal and cleaning is the responsibility of the user group. Failure to clean up shall result in loss of the security deposit.
6. Decorations: Only table-top decorations are allowed in the Pavilion and Picnic Shelter. ***No decorations are to be attached to the walls or any surfaces in these buildings.***
7. Exclusive use of Sears Park: **NO** individual or group shall be given exclusive use of Sears Park and the facilities.
8. Fees/Security Deposits: Payment of rental fees **and** security deposit for Pavilion are due with application (this applies to all rental groups). See Payment Instructions (#13 below).
 - a. Pavilion: **\$75.00** Half Day (9:00am-1:00pm) **or** (1:00pm-6:00pm)
 - b. Pavilion: **\$125.00** Full Day (9:00am-6:00pm)
 - c. Pavilion: **plus \$125.00 security deposit paid by separate check submitted with application. (The security deposit is required for all groups regardless of fees structure.)**
 - d. Pavilion: Town board/agency/commission or civic groups – no fee paid
 - e. Pavilion: Non-profit organizations for first-time use of facility – no fee paid and 50% of fee listed above for each additional rental
 - f. Pavilion: For profit, private organizations, private parties, businesses – above fees apply
 - g. Picnic Shelter: no fee/security deposit required, but users *must* submit a completed application
9. Group Maximums: Groups using the **PAVILION will be limited to 30 persons and 10 cars** unless special permission is granted by the Parks and Recreation Advisory Board. Groups using the **PICNIC SHELTER will be limited to 25 persons and 8 cars** unless special permission is granted by the Parks and Recreation Advisory Board. See Parking Requirements (#11 and #12 below).
10. Insurance/Damages: The Town of East Hampton does not provide participants or spectators' medical, surgical, or hospital expenses arising out of proposed activity. Applicant may be required to submit a Certificate of Insurance as a condition for the granting of approval. Said certificate in the amount of \$1,000,000.00 will name the Town of East Hampton, its officers, agents, and employees, as additional insured. If requested, this Certificate of Insurance is due at least one week prior to the event. If insurance has a deductible, the user shall be required to provide an additional security deposit in the amount of the deductible or a determined portion thereof. Upon completion of use, security deposit shall be returned in full if there are no damages. If there are damages, the security deposit shall be used to offset the actual cost of repairs. All security deposits (when required) shall be in cash, or by bank/certified check made payable to the Town of East Hampton. Said conditions (if required) shall be met within a minimum of one week prior to scheduled event. If insurance certificate is not required, it is understood that applicant assumes financial responsibility for any damages to facility caused by persons using the facility.
11. Parking Decal Requirements: A Sears Park parking decal will be required on all motor vehicles entering the park from June 15th through Labor Day. ***One-day passes must be purchased at \$5.00 per vehicle for all vehicles without a sticker.***
12. Parking Maximum/Location: All vehicles must park in the designated area at the northernmost entrance road. Groups permitted additional parking will be asked to park in the upper lot. All vehicles must follow Parking Decal Requirements (see #11 above).
13. Payment Instructions--PAVILION: Payment of fees & security deposit (*separate checks*) are due with application. This applies to all rental groups.
14. Signs: Groups using Sears Park for a non-Town sponsored event may place 2 signs announcing the event on the day of the event only. Signs are to be freestanding (of sandwich board type) and no larger than 3' x 4'. Signs must be placed at the entrance and exit gates (between the road and the stone wall in front of the Park) without blocking traffic sight lines. The signs must be removed immediately at the close of the scheduled event. Signs are to announce the event and the event sponsor. Any violation of the above will result in the removal of the signs by the Parks and Recreation Department.
15. Town Staff required at extra cost: It will be the decision of the Parks and Recreation Department and/or Advisory Board to require, at the cost of the applicant, additional staff or police protection for various functions.
16. Use of alcoholic beverages is prohibited anywhere in Sears Park. Anyone with alcoholic beverages will be asked to leave the park immediately, the security deposit will not be returned, and the party will not be allowed to reserve the park's facilities in the future.